



PR/119459 | Junior Accounting Officer

募集職種

人材紹介会社

ジェイエイシーリクルートメントタイランド

求人ID

1598928

業種

監査・税理士法人

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2026年06月26日 10:47

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Junior Accounting Officer

Location: Bangkok

Employment Type: Full-time

Working conditions: Monday-Friday 09.00-17.00

Job Description

Our client is looking for a Junior Accounting Officer to support daily accounting operations at head-office level. This role is suitable for candidates with early accounting experience who want to develop skills across AR, AP, tax, and basic financial reporting.

Key Responsibilities

- Record daily accounting transactions (AR & AP)

- Verify invoices, receipts, and accounting documents
- Support VAT and withholding tax preparation
- Assist in petty cash and expense records
- Maintain basic fixed asset records and depreciation data
- Prepare monthly summaries and support month-end closing
- Coordinate with internal departments and external parties as required

Qualifications

- Bachelor's degree in Accounting or related field
- 1–2 years of accounting experience
- Basic knowledge of accounting and taxation
- Able to use Microsoft Excel and accounting software
- Detail-oriented, willing to learn, and responsible

Ideal Candidate

- Junior accountant
- Good attention to detail
- Able to work as part of a team
- Comfortable with routine and deadline-driven work

Why Apply Through Us?

- Stable business operations
- Exposure to full accounting cycle and audit processes
- Professional working environment with clear responsibilities

Benefits

- Bonus
- Group insurance
- Provident fund

How to Apply: Please click APPLY and attach your English resume.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明